

PLEASE NOTE

As the Practice is contracted to undertake NHS work, we are unable to give a timeframe for completion of any private work.

CONSENT INFORMATION

- Anyone over the age of 16 will need to sign a consent to release their medical records.
- Anyone under 16 will need their consent signed by a parent/guardian.
- Third party consent forms are available at reception.
- When collecting any paperwork, you will need to provide ID.

Nov 2023



LARKSFIELD &
ARLESEY
MEDICAL
PARTNERSHIP

GP Surgery

GUIDANCE ON FORMS, MEDICALS AND NON-NHS WORK

SECRETARIAL TEAM

**Larksfield & Arlesey
Medical Partnership**

Arlesey Road
STOTFOLD
Hitchin
Herts SG5 4HB

NON-NHS WORK

The Practice has outsourced our medical reporting work to an NHS Digital accredited company called Medi2Data. Medi2Data will be processing your medical report/request for medical records via eMR and providing online access via their secure encrypted portal. Please submit your requests to sec.larksfield@nhs.net.

These forms include:

- Life insurance forms
- BUPA /Vitality questionnaire forms
- Copy record requests (SARs) for solicitors, patients etc
- SARS requests for Firearms application
- Clinical trials
- Police questionnaire forms
- Army questionnaire forms
- MOD Veterans forms
- DWP and Health Assessment Advisory Service forms
- Legal Aid

PRIVATE FORMS/LETTER

- Requests for the below are only a brief example of requests made that will incur a fee as they fall outside General Medical Services.
- **All fees are payable in advance by debit card and cash. Please liaise with the Secretarial Team if you wish to pay via BACS.**
- Holiday cancellation forms – you will need to provide the following information for the doctor.
 - Date holiday was booked.
 - Date insurance was taken out.
- Occupational health reports
- OFSTED reports

WE ARE UNABLE TO PROVIDE

- To Whom it may concern letters
- Counter signatures of passport or pension forms

MEDICAL EXAMINATIONS

The Practice is able to provide HGV (D4), Taxi Cab, Foster/adoption medicals.

We are unable to provide the following medicals.:

- Life insurance
- Microlight and parachute jump
- Scuba diving
- Charity bike ride

NHS WORK

The Practice is contracted to undertake NHS work such as DVLA and Government based forms and medicals, all other requests are non-NHS (private) work and the surgery is no longer able to provide completion of these